GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Labour, Employment, Training and Factories Department – Employment &Training – Constitution of "State Project Implementation Unit" (SPIU) for implementation of "Skills Strengthening for Industrial Value Enhancement" (STRIVE) Project with World Bank assistance - Orders – Issued.

LABOUR EMPLOYMENT TRAINING AND FACTORIES (EMP) DEPARTMENT

G.O.MS.No. 9 Dated: 26-02-2019

Read the following :-

From the CET, AP, Vijayawada, Lr.No.SPMU/ 2479/STRIVE/2017, Dt: 22 -2- 2019.

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ORDER:

In the letter read above, the Director, Employment & Training , A.P., Vijayawada has reported that Government of India have introduced a project " Skills Strengthening for Industrial Value Enhancement" (STRIVE). STRIVE is a five year project of Central Sector Scheme (CS) implemented by MSDE (Ministry of Skill Development and Entrepreneurship) through Industrial Training Institutes (ITIs) , Centrally Funded Institutes (CFIs) and Industry Clusters (ICs) in the State with no State contribution. It is assisted by World Bank with the objective of improving the relevance and efficiency of skills through training provided by ITIs and Apprenticeship. The Director has requested for constitution of State Project Implementation Unit (SPIU) headed by State Project Director for implementation of STRIVE Project along with its Role and Responsibilities.

2. Government, after careful examination of the matter, hereby constitute the State Project Implementation Unit (SPIU) headed by State Project Director with the following members:

Sl. No.	Name / Designation of official	Role in SPIU
1	Commissioner / Director, Employment and Training Department.	State Project Director
2	Additional Director /Joint Director(T)	Addl. State Project Director
3	Assistant Accounts Officer (AAO)	Financial Officer (for Financial Unit)
4	Dy. Director/ Asst. Director(T) dealing with Equipment section in o/o. CE&T.	Procurement Officer (for Procurement Unit)
5	Addl. Director / Joint Director (T) in o/o. CE&T.	Monitoring and Evaluation Officer (For Monitoring and Evaluation Unit)
6	Dy. Director(T) in o/o. CE&T	Institutional Development Officer (for Institutional Development and Training Unit)
7	Dy. Director (T) dealing with Apprenticeship section in o/o. CE&T.	State Apprenticeship Monitoring Cell (SAMC) Nodal Officer.

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Role and Responsibilities of State Project Implementation Unit (SPIU)

The **Finance Unit**, under the guidance of the SPIU Director and directly under the Additional State Project Director (ASPD), is responsible for:

- Managing the funds provided for State/UT level activities under the project, including monitoring project accounts and costs using empaneled bank dashboard, common tally cloud or similar software.
- Liaising with the Finance Officer at the national level, providing information on issues (problems and solutions).
- Acting as a support and reference person for all project-related financial management tasks.
- Preparing annual estimates and budget for the project at State/UT level
- Ensuring timely release of funds for project related activities at State/UT level e.g., to ITIs and ICs.
- Ensuring maintenance of project accounts as per standard procedures in the SPIU and in ITIs.
- Coordinating with all implementing agencies covered under the State for all financial management related activities including timely consolidation of mandated reports
- Preparing quarterly Utilization Certificates (UCs) and ensure their timely submission to NPIU.
- Ensuring the timely preparation and submission of periodical (quarterly preferred) claims to NPIU required for release of further funds.
- Timely appointment of internal auditor at state level, as per ToRs mentioned in Section 6.3
- Coordinating submission of annual audit report from State/UT to NPIU and timely compliance of audit observations. The Finance Officer should ensure adequate coverage, scope and timely and satisfactory response to observations by internal auditors.
- Reviewing and monitoring financial management arrangements for the project at ITIs and ICs.

The **Procurement Unit**, under the guidance of the ASPD, is responsible for:

- Ensuring full knowledge and systematic application, including key staff of relevant State/UT officials, of the procurement and consultancy guidelines as per Section 4.2, for application to the technical assistance component.
- Managing the procurement of works, goods and consultancies required for State/UT level activities under the project and manage the procurement of consultancies
- Preparation of Procurement Plan at the State level. In case where ITI prepares procurement Plan, the Procurement officer would ensure training at the ITI level.
- Executing National Competitive Biddings.

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- Liaising with the Procurement Officer at the national level, providing information on issues (problems and solutions).
- Acting as a support and reference person for all project-related procurement tasks.
- Submitting quarterly procurement progress reports to the SPIU Director.
- Acting as first line of contact for dealing with enquiries and complaints regarding procurement referred to the SPIU.

The **Monitoring and Evaluation Unit**, under the guidance of the ASPD, is responsible for:

- Management of the project MIS at the State/UT level.
- Monitoring the project progress and process (activities)/ implementation of the project on a day-to-day basis.
- Monitoring the fund flow across the State implementing agencies using the dashboard/ common tally cloud software provided by the empaneled bank.
- Liaising with the Monitoring and Evaluation Specialists at the national level, providing timely information, and raise issues and challenges and seek solutions therein.
- Assisting the Monitoring and Evaluation Specialist at the national level to incorporate baseline data on the performance of institutions into the MIS.
- Implementing and overseeing procedures for the regular monitoring of performance of institutions participating in the project. This will include procedures for assisting with ad hoc surveys (such a tracer studies and surveys of employers' attitudes) and other studies to be undertaken from time to time.
- Undertaking regular visits to the ITI and IC, to monitor the progress and process using a checklist, and consolidate quarterly monitoring reports based on the data & information received. Propose any corrective action that needs to be taken. This should be acted on by the SPD. The NPIU Monitoring & Evaluation Unit is responsible for collating these monitoring reports from SPIUs, and preparing quarterly and semi-annual monitoring reports.

The **Institutional Development and Training Unit** is responsible for:

- Raising stakeholders' awareness of the project objectives and eligibility criteria for financing.
- Contributing to the work plans of the SPIU.
- Evaluating ISPs and providing written advice on them to the SSC.
- Undertaking quality audits of institutions participating in the project.
- Conducting orientation program for IMC and IC members.
- Identifying training needs in a participatory way and preparing Plans for meeting the training needs of ITIs' principals and instructors, and IC Managers and Trainers.

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Role and Responsibilities of SAMC

The **Human Resource Consultant** (Manufacturing / Service sector) is responsible for

- Coordinate/establish liaison with establishments under the manufacturing/ service sector
- Coordinate/establish liaison with Industry clusters/Associations
- Coordinate/establish liaison with ITIs/school/college education system, district administrations for promoting apprenticeship training
- Sensitizing industries on apprenticeship training procedures
- Provide inputs to IT and communication consultant of SAMC for formulating effective reporting
- Provide short-term training/ capacity building support to Basic Training Providers (BTPs)/ Third Party Agencies (TPAs), etc., as required

The **IT Monitoring consultant** is responsible for

- Assist/ develop necessary computing services, communications interfaces
- Provide technical support for the development, implementation and maintenance of computer systems and include: software, strategic information technology planning, and formulation of strategies for information technology developments, capacity planning and data base administration
- Assist in requirement analysis, design, implementation and user acceptance testing of IT monitoring and other related IT tools
- Plan, design and carryout programs, projects or assignments independently and exercises discretion on how to achieve end results
- Provide short-term training/ capacity building support to Basic Training Providers (BTPs)/ Third Party Agencies (TPAs, etc. as required
- Coordinating with Human resource consultant and communication consultant of SAMC The **Communication expert** is responsible for
- To manage external and internal communications
- Control the dissemination of information and Promote a positive public image about the apprenticeship project
- Develop effective communication strategies for outreach of apprenticeship training
- Draft content (e.g. press releases) for mass media or website
- Organize initiatives and plan events or press conferences
- Liaison with media
- Assist in communication of strategies or messages from senior leadership
- Evaluate the impact on social media (reach and engagement)
- Provide short-term training/capacity building support; as required.
- Coordinate to compile articles and produce a newsletter highlighting achievements

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- Produce relevant human-interest stories highlighting the impact
- Maintain up to date contacts list of stakeholders at state and national level
- Coordinating with Human resource consultant and IT consultant of SAMC

4. The Director of Employment and Training, Andhra Pradesh, Vijayawada shall take further action in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

J.S.V.PRASAD
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Director of Employment and Training, Andhra Pradesh, Vijayawada.
All the members of Committee (through Director of Employment and Training, Andhra Pradesh, Vijayawada.
Director General Training, GoI, New Delhi.
Copy to:
The Spl CS to Govt., Finance Dept.
The Commissioner of Labour, A.P., Vijayawada.
The Commissioner/Director of Technical Education, A.P., Vijayawada.
RDSD & E, A.P., Vijayawada.
CE, R&B, A.P., Vijayawada.
Director, CII
Director, FICCI
Director, FAPCI
OSD to Minister(LETF).
PS to Spl CS to Govt., LET & F Department.
Sf/Sc.

// FORWARDED :: BY ORDER //

SECTION OFFICER